

Constitutional Officers

Clerk of the Circuit Court

Seminole County

Mission

To maintain the files and records of the County and the courts, to ensure their accuracy, and to safeguard the public assets of the citizens of Seminole County.

Business Strategy

The Office of the Clerk of Circuit and County Courts is unique to County government. The Clerk serves the bench, the Bar and the citizens of Seminole County; both as keeper of the official record books of the County and as the county's chief financial officer.

As an Officer of the Court, the Clerk maintains the files and records of each case heard in Seminole County each year (149,611 in 2000 alone, or about one new case every 51 seconds the courthouse was open to the public). These include felony and misdemeanor cases, civil court cases, traffic court cases, probate and guardianship cases, and juvenile delinquency and dependency cases. The Clerk is responsible for summoning jurors, witnesses and defendants, and for recording the judgments of each court. The Clerk collects all fines and fees, and acts as a depository for child support and alimony payments. The Clerk issues marriage licenses and performs marriage ceremonies.

In addition to these duties, the Clerk serves as the county's recorder, treasurer and auditor. In this capacity, the Clerk reviews all county expenditures, co-signs each check, and manages the county's \$448 million investment portfolio. Each year, the Clerk prepares the county's "Comprehensive Annual Financial Report." The position also serves as clerk of the Board of County Commissioners, and is an ex-officio member of the board. (A recent legislative study estimated that the Clerk of the Circuit Court performs 926 different duties.)

The Clerk's Office is one of 47 in the state funded entirely through fees generated in day-to-day operations, without any general taxpayer support. These fee-based offices are required by law to transfer any surplus to the county at the end of each fiscal year. In the past 10 years, the Clerk's Office has generated more than \$6.7 million in excess fees, \$465,219 in fiscal year 2000 alone. The Clerk maintains a current staff of 209: 188 in the Court Operations Division and 21 in BCC Finance/Records Division. The office is funded through service charges, fines and fees paid to the Court.

Additional Functions;

The Clerk of the Circuit Court bills back to the county the statutory costs of holding court. These include the cost of attending court, preparing court minutes and cases filed, issuing subpoenas, and conducting court records searches. The total cost billed to the County in Fiscal Year 2000 was approximately \$2.8 million.

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		CLERK OF THE CIRCUIT COURT			FY 2001/02	
Section:		CIRCUIT COURT			FY 2002/03	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:						
Personal Services	540,625	695,328	767,512	10.4%	904,224	17.8%
Operating Services	256,626	346,746	327,287	-5.6%	351,134	7.3%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	797,251	1,042,074	1,094,799	5.1%	1,255,358	14.7%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	797,251	1,042,074	1,094,799	5.1%	1,255,358	14.7%
FUNDING SOURCE (s)						
General Fund	797,251	1,042,074	1,094,799	5.1%	1,255,358	14.7%
TOTAL FUNDING SOURCE (S)	797,251	1,042,074	1,094,799	5.1%	1,255,358	14.7%
Full Time Positions	181	182	188		192	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2001-02						
Note: \$62,524 is paid by the General Fund for rental of space.						
New Programs and Highlights for Fiscal Year 2002-03						
Note: \$64,450 is paid by the General Fund for rental of space.						
Capital Improvements		2001-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		INTERGOVERNMENTAL TRANSFER			FY 2001/02	
Section:		FINANCE TRANSFER			FY 2002/03	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:						
Personal Services	802,560	796,060	770,000	-3.3%	785,000	1.9%
Operating Services	77,600	62,600	65,000	3.8%	62,000	-4.6%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	880,160	858,660	835,000	-2.8%	847,000	1.4%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	880,160	858,660	835,000	-2.8%	847,000	1.4%
FUNDING SOURCE (s)						
General Fund	880,160	858,660	835,000	-2.8%	847,000	1.4%
TOTAL FUNDING SOURCE (S)	880,160	858,660	835,000	-2.8%	847,000	1.4%
Full Time Positions	22	21	21		21	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2001-02						
New Programs and Highlights for Fiscal Year 2002-03						
Capital Improvements		2001-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		CLERK OF THE CIRCUIT COURT			FY 2001/02	
Section:		COUNTY FINANCE			FY 2002/03	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:						
Personal Services	60,164	80,220	85,722	6.9%	98,889	15.4%
Operating Services	41,986	43,806	41,723	-4.8%	42,072	0.8%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	102,150	124,026	127,445	2.8%	140,961	10.6%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	102,150	124,026	127,445	2.8%	140,961	10.6%
FUNDING SOURCE (s)						
General Fund	102,150	124,026	127,445	2.8%	140,961	10.6%
TOTAL FUNDING SOURCE (S)	102,150	124,026	127,445	2.8%	140,961	10.6%
Full Time Positions	0	0	0		0	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2001-02						
New Programs and Highlights for Fiscal Year 2002-03						
Capital Improvements		2001-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:					FY 2001/02	
Section:		COURT COSTS			FY 2002/03	
	1999/00 Actual Expenditures	2000/01 Adopted Budget	2001/02 Adopted Budget	Percent Change 2001/02 Budget over 2000/01 Budget	2002/03 Approved Budget	Percent Change 2002/03 Budget over 2001/02 Budget
EXPENDITURES:						
Personal Services	0	0	0		0	
Operating Services	2,619,603	2,560,376	2,560,376	0.0%	2,560,376	0.0%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	2,619,603	2,560,376	2,560,376	0.0%	2,560,376	0.0%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	2,619,603	2,560,376	2,560,376	0.0%	2,560,376	0.0%
FUNDING SOURCE (s)						
General Fund	2,619,603	2,560,376	2,560,376	0.0%	2,560,376	0.0%
TOTAL FUNDING SOURCE (S)	2,619,603	2,560,376	2,560,376	0.0%	2,560,376	0.0%
Full Time Positions	0	0	0		0	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2001-02						
New Programs and Highlights for Fiscal Year 2002-03						
Capital Improvements		2001-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0